

CLASS TITLE: PROBATION AND PAROLE AIDE

Class Code: 02827000

Pay Grade: 18A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the performance of intake procedures involving the interpretation and completion of intake data forms; to research and gather case information that pertains to probationers as required by the department; to do related work as required.

SUPERVISION RECEIVED: Works under the immediate supervision of a probation and parole counselor from whom general and specific instructions and assignments are received; work is reviewed in process and upon completion for satisfactory performance and conformance to instructions and policies.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the performance of intake procedures involving the interpretation and completion of intake data forms.

To research and gather case information that pertains to probationers as required by the department.

To obtain police reports from appropriate law enforcement departments as well at the Attorney General's office.

To explain conditions of probation to probationers and to ensure that probationers have a thorough understanding of special conditions of probation, such as counseling and/or specific court orders.

To schedule appointments between the probationers and the probationers and the probation and parole counselor as appropriate.

To explain procedures for restitution to probationers when restitution has been ordered by the court.

To represent the Adult Probation and Parole Unit, as directed, in court providing case testimony.

To prepare written reports and related forms.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: The ability to learn and apply the principles, practices and techniques of probation and parole services; the ability to interpret court orders, judgements and dispositions and to transcribe such information accurately; the ability to assist probation and parole officers in the referral of probationers to outside resources; the ability to prepare clear, concise written reports and forms; the ability to appear in court when so requested; the ability to establish and maintain effective working relationships with associates, offenders, superiors and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: considerable employment in a position with responsibility for the performance of complex clerical and routine administrative tasks in a supportive role directly related to the probation and parole unit's function.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 7, 1990

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